

## Helpful Tips:

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### How to Fill Out a Standard State Application (Form STD. 678)

1. It is important to fill out the Standard State Application with the Minimum Qualifications for that position in mind, as these Minimum Qualifications are required for the job or classification you are applying for, and should be reflected within your Standard State Application. *Please view an example of the Minimum Qualifications, found under the heading “Minimum Qualifications: All Levels” and under each specified job position, here: <http://www.calhr.ca.gov/state-hr-professionals/pages/4841.aspx>.*
2. Our Human Resources Department will review your application using the Minimum Qualification Requirements as a guide in determining your eligibility for employment. If the Minimum Qualifications are not clearly identified through the duties in your employment history on your Standard State Application, you may be overlooked for a position, regardless of the experience you may have.
3. Please do NOT write “see resume” or “see cover letter” on your application, as this may make you less competitive in the hiring process.
4. Please remember that your Standard State Application should include ALL relevant work experience and must address how you meet the Minimum Qualifications.